

Department of General Services
Records Management Division
RECORDS RETENTION and DISPOSAL SCHEDULE

Schedule No.
971-29-2-1A

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Agency
Maryland State Police

Division/Unit
29 - Licensing Division

Item No.	Description	Retention
	This schedule amends Schedule 971-29-2 by changing the retention periods of 2901-2, 2903-7, 2909-3, 2902-4, & 2906-10.	
2901-2	<u>SPECIAL POLICE COMMISSION APPLICANT CARD FILE</u> Contains index cards used to file alphabetically cross reference the Special Police Commission files up to 1989 when this data began to be captured electronically.	Retain 3 anniversary years after year of last active commission/disapproval, then destroy. IF APPLICANT IS SUBJECT OF/TO LITIGATION, RETAIN UNTIL NO LONGER NEEDED , then destroy.
2903-7	<u>SECURITY GUARD APPLICANT CARD FILE</u> Contains index cards used to file alphabetically cross reference the Security Guard applicant files up to 1989 when this data began to be captured electronically.	Retain in private detective agency license card 3 anniversary years after year of last active license or purge as files and information become obsolete, are superseded, or administrative value is lost, then destroy. IF APPLICANT IS SUBJECT OF/TO LITIGATION, RETAIN UNTIL NO LONGER NEEDED , then destroy
2909-3	<u>RAILROAD POLICE COMMISSION MASTER NAME INDEX</u> Consists of alphabetically arranged index cards which contain identifying data of all individuals who have applied for a railroad police commission in Maryland.	Retain 3 anniversary years after year of last active commission/disapproval, then destroy. IF APPLICANT IS SUBJECT OF/TO LITIGATION, RETAIN UNTIL NO LONGER NEEDED , then destroy.
2902-4	<u>PRIVATE DETECTIVE AGENCY/APPLICANT CARD FILE</u> Contains index cards used to alphabetically cross reference the private detective license.	Retain Private Detective Applicant Cards 3 anniversary years after year of initial application, then destroy. IF APPLICANT IS SUBJECT OF/TO LITIGATION, RETAIN UNTIL NO LONGER NEEDED , then destroy.
2906-10	<u>HANDGUN PERMIT APPLICANT CARD FILE</u> Contains index cards used to file alphabetically cross reference the Handgun Permit applicant files up to 1989 when this data began to be captured electronically.	Retain Handgun Permit Applicant Cards 3 anniversary years after year of initial application, then destroy. IF APPLICANT IS SUBJECT OF/TO LITIGATION, RETAIN UNTIL NO LONGER NEEDED , then destroy

Approved by Department, Agency, Division or Unit Representative

Date: March 22, 2011

Signature: Thomas L. Vondersmith, Jr.
Type Name: Thomas L. Vondersmith, Jr.

Title: Department Records Retention & Disposal Schedule Manager

Schedule Authorized by State Archivist

Date: 30 Mar 2011

Signature: Edward C. Openen